

GUIDELINES FOR MUSEUM BEHAVIOR

LONGMONT MUSEUM & CULTURAL CENTER

The Longmont Museum & Cultural Center welcomes groups who wish to visit its galleries. For the best experience, it is important for students as well as teachers, group leaders, and chaperones to know what to expect and what is expected of them. These guidelines will help ensure a safe, enjoyable and productive learning experience for all.

THE ROLE OF TEACHERS, GROUP LEADERS & CHAPERONES

- **Please be responsible for your group.** It is vital that you know who is in your group, including knowing the number of students and number of adults. Please accompany your group at all times and do not wander off to other areas.
- **Help your students learn.** On guided, docent-led tours, docents will be posing age/grade - appropriate questions with the students' needs in mind. Please allow the students to answer the questions and refrain from answering yourself. Though we appreciate your enthusiasm, please help make the quality of the students' experience our shared priority.
- If your tour is **self-guided** (teacher-led), you can help students explore the galleries by encouraging them to look carefully at the objects and artwork on display. We encourage teachers to visit the Museum prior to your visit so that you can prepare in advance. Some teachers create a student worksheet tailored to the Museum's exhibitions.
- **Be a marvelous model for your students' behavior.** Please review Museum Manners (below) with your group and be sure to share the "Art of Chaperoning" with the chaperones in advance. Lead by example so that everyone's Museum experience will help make for a smooth and enjoyable visit.

MUSEUM MANNERS

- Please leave your backpacks and water bottles in one of the group bins in the Museum lobby.
- Stay with your group at all times.
- Please do not bring food or drinks into the galleries.
- Please silence your cell phones, refrain from texting, and refrain from having conversations during a guided tour.
- Always walk (never run) in the Museum, Museum's courtyard, and in front of the Museum.
- Please do not lean on exhibit displays.
- Indoor voices are the best. Remember, there may be other people coming to visit and enjoy the Museum just like you.
- Please do not touch objects or press buttons in the galleries unless instructed by the docent to do so. (We do use many hands-on objects and props.)
- Photographs are OK, but we ask that students themselves do not take photographs during their guided program. In general, visitors may take photographs in the galleries as long as no flash, lights, or tripod are used. Videotaping is not permitted. Photographs may not be reproduced, distributed, or sold without permission from the Longmont Museum.
- Please enjoy yourselves and remember to ask questions! ☺